

**Applicant Information**

Date of Application: \_\_\_\_\_

Legal Description: Lot (s) \_\_\_\_\_, Block \_\_\_\_\_, Plan No. \_\_\_\_\_

Civic Address: \_\_\_\_\_

<p><b>Registered Owner(s) of the Site:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City/Prov.: _____ Postal Code: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-mail: _____</p>	<p><b>Authorized Agent to Act on Behalf of Owner:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City/Prov.: _____ Postal Code: _____</p> <p>Phone: _____ Fax: _____</p> <p>E-mail: _____</p>
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**Existing Use and Land and Buildings:**

\_\_\_\_\_

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\_\_\_\_\_

**Intended Future Use of Land and Buildings:**

\_\_\_\_\_

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\_\_\_\_\_

**State the Specific Purpose of Proposed Subdivision** (attach additional material if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Attachments**

**For Subdivisions by Plan, Plan of Proposed Consolidation, Leasehold Parcel, Bareland Condominium and Utility Transmission Line or Pipeline. Please provide the following information for our consideration and records:**

- |   |   |  |
|---|---|--|
| <b>1. Plan of Proposed Subdivision:</b> | Signed and Sealed, showing existing and proposed easements and existing buildings. The Plan must be an original and can be provided on paper. (a reduction copy of this plan, not larger than 11" X 17", must also be submitted).   | Copy Attached <input type="checkbox"/> |
| <b>2. Letter(s):</b>                    | Letters from the utility agencies listed in "Appendix A" providing comments on easements, servicing requirements, etc.  | Copy Attached <input type="checkbox"/> |
| <b>3. Site Plan:</b>                    | A good quality Site Plan (drawn to scale on paper no larger than 11" X 17"), showing the intended development in sufficient detail for the purpose of preliminary zoning compliance examination for bareland condominium proposals. | Copy Attached <input type="checkbox"/> |
| <b>4. Digital File:</b>                 | An AutoCAD compatible format to accompany all applications by Plan.<br>E-mail to: <a href="mailto:subdivisions@saskatoon.ca">subdivisions@saskatoon.ca</a>  | File Sent <input type="checkbox"/>     |
| <b>5. Application Fee:</b>              | Application Fee of \$550.00 to accompany this application   | Fee Attached <input type="checkbox"/>  |

**Schedule of Required Fees**

Application Fee (must accompany this application)..... \$550.00

Fee for Re-issuance of a Certificate of Approval..... \$25.00

Approval Fee of \$90.00 / lot or Bareland Unit to a maximum of \$3600.00, excluding those parcels designated on the plan as dedicated lands or parcels for public works (payable upon issuance of Certificate of Approval).

**Subdivision Application Process**

- > The application is examined by Planning and Development staff to determine if all relevant documents have been submitted.
- > If complete, application is evaluated as to conformance with the *Subdivision Regulations - Bylaw No. 6537* , *Zoning Bylaw No. 8770* and Official Community Plan *Plan Bylaw No. 8769* .
- > All subdivisions require a report and recommendation to the Technical Planning Commission (T.P.C.).
- > If approved by T.P.C., a Certificate of Approval will be issued to the applicant provided the conditions of approval have been satisfied (I.e. servicing agreement, easement agreements, payment of area development charges, money-in-lieu of municipal reserve and approval fees).
- > If any application is recommended for denial, a report is sent to City Council.
- > Upon issuance of Certificate of Approval, applicant may proceed to submit a Plan of Survey to the Controller of Surveys for approval to register the Plan with the Information Services Corporation (I.S.C.) of Saskatchewan.
- > Subject to Section 228 of *The Planning and Development Act, 2007* , an applicant may appeal the decision of the approving authority to the Development Appeals Board.
- > An application may require the Dedication of Lands for Public Use pursuant to Section 181 of *The Planning and Development Act, 2007* , at a rate of 10% of the land being subdivided for Residential Purposes and 5% of the land being subdivided for Industrial or Commercial purposes. At the Approving Authority's discretion, money-in-lieu of the dedication requirement may be required.
- > Subdivisions will be processed in 30 - 60 days. If recommended for Denial, Council's decision must be issued within 90 days of receipt of a complete application.

**Declaration of Applicant / Agent**

I, \_\_\_\_\_ , hereby certify that I have been authorized by the registered owner(s) to act on behalf of such owner(s) in the matter of this application.

\_\_\_\_\_  
Signature of Authorized Agent

I, \_\_\_\_\_ , hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath. and by virtue of *The Canada Evidence Act*.

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

<b>For Office Use Only:</b>	
Date Application Certified Complete: _____	Application No.: _____
Recommendation of Technical Planning Commission: _____	
Date of Approval or Denial by Approving Authority: _____	
Issuance of Certificate of Approval: _____	Amount Paid: _____ Date: _____

## **APPENDIX 'A' - List of Agency Representatives to Contact Respecting Proposals for Subdivision**

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All subdivision proposals involving a Plan of Subdivision, Plan of Consolidation, Plan of Leasehold Parcel, Plan of Bareland Condominium, and Certificate of Approval for a Utility Transmission Line or Pipeline, must be circulated by the applicant to all of the agencies listed below for comment:

All written comments must be attached to the Subdivision Application and submitted to the Planning & Development Branch.

### **A. Referrals for All Subdivision Applications:**

#### **City of Saskatoon Infrastructure Services Department**

Land Development Section  
City Hall, 222 - 3rd Avenue North  
Saskatoon, SK S7K 0J5  
Phone: 975-2462 Fax: 975-2971

#### **City of Saskatoon Utility Services Department**

Saskatoon Light & Power  
322 Brand Road  
Saskatoon, SK S7K 0J5  
Phone: 975-2618 Fax: 975-3057

#### **City of Saskatoon Utility Services Department**

Transit Services  
301 - 24th Street West  
Saskatoon, SK S7L 6R8  
Phone: 975-3115 Fax: 975-7532

#### **SaskEnergy**

408 - 36th Street East  
Saskatoon, SK S7K 6K8  
Phone: 975-8544 Fax: 975-8598

#### **Community Services Department**

Leisure Services  
City Hall, 222 - 3rd Avenue North  
Saskatoon, SK S7K 0J5  
Phone: 975-3340 Fax: 975-3185

#### **Fire & Protective Services Department**

Main Hall, 125 Idylwyld Drive South  
Saskatoon, SK S7K 1L4  
Phone: 975-2578 Fax: 975-2589

#### **City of Saskatoon Infrastructure Services Department**

Parks Branch - 1101 Avenue P North  
Saskatoon, SK S7K 7K6  
Phone: 975-3182 Fax: 975-3034

#### **City of Saskatoon Utility Services Department**

Environmental Services Branch  
330 - 350 3rd Ave North (T&T Bldg)  
Saskatoon, SK S7K 6G7  
Phone: 975-2487 Fax: 975-2660

#### **SaskPower**

1370 Fletcher Road, Box 1560  
Saskatoon, SK S7K 3R3  
Phone: 934-7799 Fax: 934-7933

#### **SaskTel**

140 - 1st Avenue North, 5th Floor  
Saskatoon, SK S7K 1W8  
Phone: 931-6089 Fax: 931-5121

#### **Canada Post**

215 Ontario Avenue  
Saskatoon, SK S7K 1N6  
Phone: 668-6706 Fax: 668-6714

#### **Shaw Cablesystems**

2326 Hanselman Avenue  
Saskatoon, SK S7L 5Z3  
Phone: 665-3728 Fax: 244-0105

#### **Saskatoon Police Service**

Planning Section  
Box 1728  
Saskatoon, SK S7K 3R6  
Phone: 975-8275 Fax: 975-8319

#### **Saskatoon Public School Division**

310 - 21st Street East  
Saskatoon, SK S7K 6C8  
Phone: 683-8243 Fax: 683-8207

#### **Saskatoon Catholic Schools - St. Pauls R.C.S.S.D. #20**

834 - 45th Street East  
Saskatoon, SK S7K 0W5  
Phone: 221-4576 Fax: 668-7296